

Auction 61 – 08/01/2009

Highlights of the NYCHA teleconferences held on July 15 & 16, 2009

Variations to UPCS protocol:

The major change in the protocol is the access to units. The inspections will still be conducted using the UPCS protocol, except that 72 hour advanced notice of the sample units will be provided.

There is no change to any definitions. In the past, child security bars have been an issue. In general, child security bars are not a defect. Please have the inspectors read and understand the definition of child security bars in the PASS Compilation Bulletin.

Scheduling

After the awards are made, the contractor will have fifteen days to PROPOSE a schedule and provide to RAP. Johnson Abraham will be coordinating the scheduling with NYCHA. Inspections will be scheduled within NYCHA's normal business hours, which are 8:00 a.m. – 7:00 p.m. Monday through Friday. Any new inspection (Day 1) must commence between the hours of 08:00 a.m. – 01:00 PM. On a case-by-case basis, some inspections may be conducted on Saturday, although inspectors should not count on Saturday inspections.

Contractor's schedules will be reviewed and approved on a first-come, first-served basis.

It is noted that the buildings in NYCHA are fairly large, and that for most properties the first part of the inspection (generate sample list, visually verify, check documentation etc, and inspect the building exterior, common areas, building systems, and site) will take at least a day.

Since the maximum sample size for any inspection is 27 units, the unit portion of any inspection should be completed in one day.

The unit portions of two different inspections will not be allowed to be scheduled on the same day, because there won't be enough time if second attempts are necessary.

NYCHA will be able to accommodate about 5 inspectors per day.

The proposed schedule must include the date and time of the first day and the second day of the inspection and the inspector's ID.

The unit portion of the inspection cannot begin for 72 hours (three business days), the 72 hours begins when the inspector arrives to conduct verification.

Once a contractor's schedule is approved, RAP will notify the contractor. The contractor will then update Scheduler by entering the date and time of "Day 1" of the inspection.

The period of performance for all inspections awarded in this auction is one hundred twenty (120) days from August 10, 2009 through December 08, 2009.

First Day of Inspection

On the first day of the inspection, you will generate the sample and compare it to a list of "excluded" units provided by the property. These units have been determined by NYCHA to be uninspectable for reasons such as vacant, vicious animal, police activity etc. If any of the sample units are found on the property's uninspectable list, those units are to be replaced with an alternate at this time. A visual verification of the uninspectable units is not required.

You will then provide the final list of sample units to the property representative.
(NOTE: a resident representative may also be present during this part of the inspection.).

You may complete the other four areas of the inspection on the first day (exterior, site, common areas, and systems).

Another variation of the protocol is that you will be allowed to have more than one inspection open at a time. This means that at NYCHA, you may schedule an inspection to begin on Monday and another to begin on Tuesday, with the units for the Monday inspection to be conducted on Thursday and the units for the Tuesday inspection to be conducted on Friday.

Keep in mind, that this may affect the performance of the inspector's DCD. It is recommended to only keep a few open (three) at a time. The database should also be backed up regularly (after each day) to avoid issues if the DCD crashes or an upload is not successful.

NOTE: Once you begin the unit portion of an inspection, you must complete the entire inspection – of all of the units and of the property – because the unit portions of two different inspections will not be allowed to be scheduled on the same day.

Be careful and take the time to verify that you are in the correct inspection when you begin to inspect the units and have more than one inspection open. If you enter the data wrong, REAC cannot use the inspection. It will need to be conducted again in its entirety.

Resident Notifications:

As is always required, all residents will be notified of the REAC inspections at least 15 days prior to the scheduled inspection.

But then, after the list of sample units has been provided to the property, residents in those units will be given a subsequent notification.

Unit Inspections:

The 72 hour advanced notice to NYCHA is solely for the purpose of ensuring access to units. If at any time you suspect repairs have been made within those 72 hours, you may

question the residents for verification. If you feel repairs have been made, contact the QA representative who will be at NYCHA and TAC immediately for further instructions. If QA determines the inspection should be halted, the inspector will need to send in the reac_dcd.mdb file. The inspection will be paid at full bid price if QA halts the inspection for this reason.

If a primary unit on the list cannot be entered, a second attempt must be made within a reasonable time. A reasonable time has been determined to be up to three hours. If a primary unit cannot be accessed at the second attempt, you may begin trying to enter alternate units.

There is a "greater than 20%" threshold for accessing units that are alternates. For example if the sample size is 10 units, 20% is 2 units. Since the threshold is "greater than" 20% the inspector will attempt 3 alternate units. If after attempting 3 alternate units, the inspector cannot access them and the property representative cannot provide access some other way, contact QA, TAC, and RAP immediately. QA will determine if the inspection should be halted. If QA determines the inspection should be halted, the inspector will need to send in the reac_dcd.mdb file. The inspection will be paid at full bid price if QA halts the inspection for this reason.

Since the property will receive a score of "zero" if an inspection is halted for this reason, NYCHA will cooperate and work to gain entry to a unit. This may include calling a locksmith.

A worksheet will be provided for your use (it is not mandatory) to keep track of the units you are inspecting at each property and the second attempts at primary units and all attempts at alternates.

Bidding:

The ceiling price will be increased in light of the extra time required to conduct these inspections.

QA staff will not only be available for questions, but will also be accompanying inspectors on a good portion of the inspections.

Take into consideration all the factors discussed above when bidding.

AMP inspection requirements

All NYCHA inspections will be first time Asset Management Project (AMP) inspections. All AMPs should be considered scattered site for bidding and planning purposes. It is recommended that you review the document, "[Highlights of the Teleconferences for Public Housing AMPs](#)" which details of the conference calls of August 21 and 22, 2008. This document can be found on the RAP home page or at the following link <http://www.hud.gov/utilities/intercept.cfm?/offices/reac/products/pass/PDFs/48-teleconference.pdf>

